



## OFFICE ASSISTANT II\*

Applications must be received via mail, fax, e-mail or in person by 5:00 p.m. on July 30, 2004. POSTMARKS ARE NOT ACCEPTED.

### THE JOB

*\* This recruitment will be used to fill a current vacancy in the Auditor's Office and to form an applicant pool which may be used to fill future Office Assistant II openings in other County departments within the next 6 months.*

The Auditor's Office is seeking qualified candidates for the position of Office Assistant II. This position will perform the full range of administrative and/or clerical support functions for the Recording/Marriage License division. Responsibilities vary and typical duties include extensive customer contact, telephone reception, word processing, creating spreadsheets, data entry, processing forms/paperwork, filing, and photocopying. Position involves extensive public contact via phones or in person. Candidates with excellent customer service skills are encouraged to apply.

### QUALIFICATIONS

High school diploma or GED **and** at least two years experience working in a high volume customer service position. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate for the Auditor's Office position will have the following strengths:

- Two years cash handling experience, including counting cash, making change, preparing deposits, and balancing.
- Excellent interpersonal communication skills.
- Significant skill in 10-key by touch experience.
- Strong time management and organizational skills. Willingness and ability to work independently in a high pressure, multi-tasking environment.
- Problem solving skills and ability to research data for customers.
- Proficiency with Microsoft Office Word, Excel, and Access.
- Familiarity or experience with real estate documents and/or recorded documents.

Other Office Assistant II positions may include customer service/reception support and/or a variety of administrative support duties using computer software skills.

### SALARY

The salary range is \$12.79 - \$16.32 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 11 – OPEIU (Office and Professional Employees International Union, AFL-CIO).

### SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Supplemental Application: (Pass/Fail) – In addition to the Clark County application, applicants must submit and complete the supplemental application. Please see attached document entitled Self-Evaluation Supplemental. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Practical Exam: (Pass/Fail) – This opening requires a practical exam, which will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Future Office Assistant II openings may or may not require a practical exam.
4. Oral Interview: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department  
1300 Franklin Street - 5th Floor  
PO Box 5000  
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032  
JOB HOTLINE (360) 397-6018  
E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)  
INTERNET <http://www.clark.wa.gov>**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Clark County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.

## **IMMIGRATION LAW NOTICE**

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

**OFFICE ASSISTANT II #04-07-066**  
**SELF-EVALUATION SUPPLEMENTAL**

*Please provide complete information. This supplemental information will be reviewed for the current opening and may be reviewed for additional Office Assistant II openings in other County departments within the next 6 months*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

Please indicate as accurately as possible your experience level using the rating scale below:

EXPERIENCE CODE:    5    4+ years experience 4    2-4 years experience 3    1-2 years experience 2    Less than 1 year experience 1    Some training, knowledge or experience 0    No training, knowledge or experience	TIME FRAME CODE:    D    Tasks done daily W    Tasks done weekly M    Tasks done monthly Y    Tasks done yearly C    Class only
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**COMPUTER SKILLS:**

Training, Knowledge, and Experience	Experience Code	Describe where experience was gained or basis for expertise	Time Frame Code
Typing/keyboard skills			
Word Processing Programs Name software used:			
Spreadsheet design & create formulas Name software used:			
Database Programs Name software used:			
Desktop Publishing Name software used:			

**OFFICE SUPPORT:**

Training, Knowledge, and Experience	Experience Code	Describe where experience was gained or basis for expertise	Time Frame Code
Compose/answer correspondence			
Design/maintain filing systems			
Schedule meetings and appointments			
Research and investigate			
Answer multi-line phones Number of lines:			
Report preparation			
Perform multi-tasks w/varying deadlines			

**WORKING WITH THE PUBLIC:**

Training, Knowledge, and Experience	Experience Code	Describe where experience was gained or basis for expertise	Time Frame Code
Communicate directions and/or information			
Deal with multiple interruptions			
Cashiering/Cash-handling			



proud past, promising future

CLARK COUNTY  
WASHINGTON

**Human Resources Department**  
1300 Franklin Street-5<sup>th</sup> Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE (360) 397-2456 FAX (360) 397-2457  
TDD (360) 397-6032  
Email: hradmin@clark.wa.gov  
WEB: www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRITY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Other ( )	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

### ***MOST RECENT POSITION***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

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**May we contact your current employer? Yes [ ] No [ ]**

Reason for leaving or considering change:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

## AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.  
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_  
☐ *Asian or Pacific Islander:*  
☐ *Black (not of Hispanic origin):*  
☐ *Hispanic:*  
☐ *White (not of Hispanic origin):*

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**VETERAN:** Yes ☐ No ☐

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

**Publications:**

- ☐ The Columbian      ☐ The Oregonian      ☐ The Skanner      ☐ El Latino de Hoy  
☐ Seattle Times      ☐ Asian Reporter      ☐ Spokane Review      ☐ The Olympian

**Internet Sites:**

- ☐ Columbian website      ☐ Oregonian website      ☐ Clark County Website      ☐ Seattle Times website  
☐ El Latino de Hoy website      ☐ Other Internet/Website: \_\_\_\_\_

**Other Sources:**

- ☐ Job Hotline      ☐ Job Interest Card      ☐ Clark County Bulletin Board      ☐ College/Career Center Referral  
☐ Acquaintance/County Employee      ☐ Other: \_\_\_\_\_